



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 Fax: (207) 439-6806

## WORKSHOP 6:30 P.M.

The Town Council will meet with the Town Manager and Don Gerrish from Eaton and Peabody to discuss the process for the Town Manager search.

June 13, 2016

Council Chambers

Kittery Town Council  
Regular Meeting  
7:00 p.m.

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes – 5/23/16 regular meeting
8. Interviews for the Board of Appeals and Planning

Board of Appeals: (one appointment until 3/1/17)

- April Timko
- Vern Gardner

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

(050316-2) The Kittery Town Council moves to authorize in accordance with June 9, 2015 Town Meeting article #4, the release of funds from unassigned surplus (unencumbered surplus) in the amount of \$15,735 to complete the proposed 2016 Spruce Creek Sampling Project for the purpose of providing matching funds for the Spruce Creek Watershed Improvement Project Phase IV and to appropriate said funds to be deposited into Special Reserve Fund # 2079-43510 Spruce Creek 319 PH4 Grant. The Kittery Town Council also moves to authorize an alternative procurement method to select FB Environmental Associates to complete the work.

### 10. PUBLIC HEARINGS

a. (060116-1) The Kittery Town Council moves to hold a public hearing on an amendment to the contract with Eaton Peabody Consulting Group, to extend their services until such time as a new Town Manager is hired, or June 30, 2017, unless otherwise agreed.

b. (060116-2) The Kittery Town Council moves to hold a public hearing to receive comments on Town Meeting Articles 2 through 7 for the June 14<sup>th</sup> Election.

c. (060116-3) The Kittery Town Council moves to hold a public hearing in accordance with Sec. 6.06 (3) of the Kittery Town Charter and hereby ordains and adopts the 2016-17 Municipal and Adult Education budgets.

# 11. DISCUSSION

- a. Discussion by members of the public (three minutes per person)
- b. Response to public comment directed to a particular Councilor
- c. Chairperson's response to public comments

# 12. UNFINISHED BUSINESS

# 13. NEW BUSINESS

a. Donations/gifts received for Council disposition

b. (060116-4) The Kittery Town Council moves to approve the disbursement warrants.

c. (060116-5) The Kittery Town Council move to approve the Police Supervisor's labor contract to expire June 30, 2017.

d. (060116-6) The Kittery Town Council moves to approve a one day extension of the service area of the premises externally on the current liquor license for Anju, from 2:00pm – 10:00pm for the Kittery Block Party on June 18, 2016.

e. (060116-7) The Kittery Town Council moves to approve a renewal application from Suzanne's Village Café & Bistro LLC, 373 Southside Road, York, Maine for a Malt, Spirituous and Vinous Liquor License for Misto! Café, Bar, Bistro, 436 US Route 1.

f. (060116-8) The Kittery Town Council moves to appoint a representative to meet with the Chair of the KCC Board of Directors to interview Mark R. Schremmer for his re-appointment to that board until 12/31/19.

g. (060116-9) The Kittery Town Council moves to appoint a representative to meet with the Chair of the KCC Board of Directors to interview Steve Workman for his re-appointment to that board until 12/31/19.

h. (060116-10) The Kittery Town Council moves to appoint Anne Formalarie to the Conservation Commission as an associate member until 12/31/19.

i. (060116-11) The Kittery Town Council moves to continue the Town Council & Port Authority Working Group as presented.

j. (060116-12) The Kittery Town Council moves to approve a renewal application from Kittery Premium Outlets, 375 US Route 1, Suite 220, Kittery, for an Amusement Devices License for Kittery Premium Outlets, 375 US Route 1.

k. (060116-13) The Kittery Town Council moves to discuss and reaffirm the Town of Kittery's ZERO TOLERANCE POLICY on Evasion of Registration Fees and excise taxes. *(This policy was passed by the Kittery Town Council in 2001 and directly benefits the residents and taxpayers of Kittery and the State of Maine.)*

# 14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS
  - a. Communications from the Chairperson
  - b. Committee Reports
16. EXECUTIVE SESSION
17. ADJOURNMENT

Posted: June 9, 2016

# **WORKSHOP MATERIAL**



Memo

6/7/16

**To: Kittery Town Council**

**From: Don Gerrish, EPCG Consultant**

**Re: Process for Town Manager Search**

Attached is the revised timeline for the Town Manager Search which we would like to have the Town Council approve.

Tuesday September 13 is the date the final candidates will be interviewed by the Town Council, Town Department Heads (9) and a Citizen Panel.

We would also like the Council's approval on the process of choosing the citizen interview panel. Our goal will be to have a balanced and representative cross section of the community. A notice will be posted requesting citizens to submit a brief profile of themselves touching upon work & life experience, civic and social service activities, current and past community involvements and any other relevant facts about why they want to serve on this panel. We would be looking for 7 to 9 citizens and they will need to be able to commit to a whole day on September 13<sup>th</sup>. EPCG will receive the citizen requests and with the assistance of Maryann Place, Town Clerk, will review and decide on the makeup of the citizen panel. Maryann also assisted in choosing citizens for interview panel in the previous Manager Search.

We look forward to discussing this with the Council at the workshop on Monday June 13<sup>th</sup> at 6:30pm.

**Revised**

**DRAFT  
KITTERY  
TOWN MANAGER SEARCH  
TIMELINE**

**May 23 Monday**

- Council meets with EPCG decides on process. Issues to resolve: Public participation, Staff participation; Ad Approval; Ad placement, Final Interview Process.

**June 6 Monday**

- Deadline for Council to respond to EPCG questionnaire.

**June 13 Monday**

- Draft Ad sent to Council for review and comment.

**July 18 Monday**

- Advertisement placed in ICMA, MMA, Maine Job Bank, New Hampshire and Massachusetts Municipal Associations, Kittery Website

**August 12 Friday**

- Applications Deadline

**August 15-August 26**

- EPCG conducts initial screening of applicants and conducts initial background checks.
- Complete Background checks are done on candidates to be interviewed.

**September 2**

- Resumes and information on candidates to be interviewed forwarded to Council.

**September 13-Tuesday**

- Interviews are held with up to 4 finalists by Citizen Group, Employee Group and Council in Kittery. Full day needed.
- Final decision on top candidate and begin negotiations on contract.

**September 19-23**

- Council finalizes contract with candidate and announces new Manager and starting date.



# TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

[cgranfield@kitteryme.org](mailto:cgranfield@kitteryme.org)

Carol M. Granfield  
Interim Town Manager

## Town Manager's Report to the Town Council June 8, 2016

1. **Town Hall Customer Service** – I want to comment our Customer Service Team employees at Town Hall, who provided outstanding continued service to our residents of May 31. This was the first day after a long holiday weekend, it was the end of the month, so many vehicle registrations, and also the last day taxes were due. I observed a steady line of people from 7 am to 6 pm all day and our staff provided very positive service and kept lines moving and efficient service. I personally complimented the next day for a job very well done.
2. **Replacement of Virtual Host Server** – Recently our computer system experienced a significant issue – we had major issues due to the primary platform running out of space, so a temporary solution was implemented while options were researched. We have found the best option was to replace the virtual machine host server as this will provide the expansion needed. The space was greatly reduced when the Town added the Trio and Vision system and this was apparently discussed in the past, but now we had to take care of the situation.
3. **Fort Foster** – As a result of requests from some Town Councilors regarding exploring offering passes to Senior at Fort Foster and also having a policy on Drones at the park. I have requested the Parks and Recreation Advisory Commission to look into this as they are advisory on park issues, and to provide me with a recommendation. I have not yet heard back from them and once I do will further evaluate and advise the Town Council.
4. **Regional Dispatch Update** – Following extensive work and discussions by the past and present Town Manager, Fire Chief, past Police Chief and communities of Eliot, South Berwick and Berwick initially, along with agreements being sent to Eliot and Berwick, at this time Eliot is the only community in addition to Kittery that we will be serving. The Berwick Board voted to remain with South Berwick dispatch at this time and will be paying \$48,000 more for the service than if they joined with Kittery. The Town of Eliot is quite happy with the service and we now have an expanded state-of-the-art communications system and so I anticipate we will continue to add more communities and shall continue to reach out.
5. **Sewer Betterment Assessment Work** – I have been working with a team to assist with exploring a variety of options to develop a plan for the Town Council to consider as a result of input received from the public. The goal is to have a more favorable assessment system and involves a variety of proposed ordinance changes, review of formulas, payment options and funding available to reduce the resident's assessment from the initial estimates proposed. I plan to provide a proposed plan to the Town Council at the June 27 meeting. Following additional input and modification a public hearing is anticipated to be scheduled for Wednesday, July 11 that will be dedicated solely to this topic.
6. **Dineen Pending Matters** – I have met with our Town Counsel regarding the current status of these issues and not too much has changed. First, the so-called Mary's Store property that is presently under a town Council tear-down Order for Dineen to dispose of the debris consistent with lawful and appropriate environment considerations. The Council's Order was appealed by Mr. Dineen to the York County Superior Court where that appeal is still pending waiting for Justice Fritzache to set a hearing date on the appeal. Another matter is the Order that Dineen remove the burnt out bus in its entirety by noon

on June 30 or report to the York county jail on July 1. Dineen has also appealed this Order to the Maine Supreme Court. He must file his brief on or before June 30. There still remains a question whether the Order of removal of that bus is stayed pending the appeal of this matter to the Supreme Court. The final matter involving Dineen pending before the Superior Court Motion awaiting hearing to have the Court order to immediate removal of all buses and motor vehicles located on the bus company lot (42-44 Old Post Road) that are not currently registered and operable as required by the various provisions of existing Court Orders. That motion also awaits hearing by the Superior Court. Our legal counsel continues to press for hearing dates on these matters.

7. **Adult Video Ordinance** – A request was made to review the current ordinance and determine if the ordinance could be tightened up even more than is currently in place. I am currently reviewing the ordinance and will report back once I have made a determination.
8. **Abandoned House on Bridge Street** – I have reviewed the status of the vacant house with the Code Enforcement Officer and pleased to report that he has frequently been in contact with the owner of the building (who resides in Virginia and comes back periodically.) Some improvements have been made to the building, such as plumbing has occurred. The owner was getting ready to put J-1 students in the building and was served with a notice of violation and needs to bring the building to code before they reside in it. The owner, however can stay in the building, but no other can until it is brought up to code. He was also advised that he could not do the electrical work and to have a licensed electrician and the state electrical inspector continues to monitor the house.
9. **John Paul Jones Agreement** – We are continuing to contact the state to determine the status of the agreement that I was advised was waiting for the Governor's signature to turn over to the town, however we still do not have it and are working on updating the current maintenance agreement we have, however the town continues to mow the grass area.
10. **Navy Training Exercise** – I have met with the PNSY, NH Port Authority and HarborMaster regarding an upcoming training exercise of the PNSY. It will take place next Tuesday, Wednesday and Thursday, June 14, 15 and 16 from 7:30 am to 2:00 pm. It will be ships firing at each other in the Gunboat Shoal area which is more near Rye than Kittery. They will be using blanks and lasers and no real bullets, however it will be as if there is a real terrorist attack. This must be done to have 33 people qualify as part of a requirement. There will be short bursts of sounds but will sound like an attack. They have advised of all the precautions being taken and publicizing with press releases, etc. to notify the public.
11. **First Baptist Church of Kittery Point** – The First Baptist Church of Kittery Point will soon be closing and the Town was contacted by their legal counsel to ask if the Town would accept deed to the cemetery. They have reached an agreement with the Bethany Church of Greenland, NH to take possession of the structure and property surrounding the building however they will not accept the cemetery. Currently the town has been mowing the grass. I have begun to research this and the Town does not own any of the cemeteries in Kittery. Upon initial investigation there is significant research to be done on records that have not been kept up on all cemetery work, what responsibility if any the town has had in the past and where funds are coming from for any maintenance at any cemetery. With all of these unanswered questions, along with discussion with the Town Attorney, I am bringing forth the request to the Town Council, however would recommend the Town Council not take any action at all until all of these unanswered questions are known.
12. **Employee Meetings/Employee Recognition Program** – I recently conducted 5 Employee meetings which provided an excellent opportunity to update employees on happenings within the town and also provide an opportunity for questions and answers. The HR Manager also presented a new program which is quite exciting. The HR Manager worked with an employee committee made up employees from all departments and they developed an Employee Recognition Program that I am fully supportive of. It has three components, Service Awards, Employee of the Quarter from Departments and Employee of

the year. Awards will be presented and/or acknowledged at Town Council meetings. Employees will receive service pins for 5 year increments and the Quarterly and Yearly awards are all based on going above and beyond what is required by the job.

Respectfully Submitted,

*Carol*

Carol M. Granfield

1     1.     Call to Order

2     Chairperson Beers called the meeting to order at 7:01 p.m.

3     2.     Introductory

4     Chairperson Beers read the introductory.

5     3.     Pledge of Allegiance

6     Chairperson Beers led those present in the Pledge of Allegiance.

7     4.     Roll Call

8             Answering the roll call were Chairperson Gary Beers, Vice Chairperson Charles Denault,  
9     Councilors Frank Dennett, Russell White, Kenneth Lemont, Judith Spiller, and Jeffrey Thomson.

10    5.     Agenda Amendment and Adoption

11    Chairperson Beers requested the addition of Item 13m. to read as “The Kittery Town Council  
12    moves to consider acceptance of title of the First Baptist Church cemetery property.”

13    Agenda was adopted as amended.

14    6.     Town Manager’s Report

15    Town Manager Granfield reviewed her written report.

16    New Hires – Town Manager Granfield recognized the new police chief and two new dispatchers.

17    Audit Award – The Town Audit anticipated award to RHR Smith & Company. There were five  
18    bids received of which two companies were interviewed.

19    Town Manager Search Award – There were three proposals received for the Town Manager  
20    Search and as a result, an award was made to Eaton Peabody in the amount of \$7,500, plus  
21    expenses.

22    Town Hall Defibrillator – The defibrillator located in the Town Hall is readily available and  
23    unlocked.

24    99 State Street Sign (The Smoke Shop) – The excessive signage at the location has been  
25    removed, with the exception for any that were previously approved.

26    Town Council Training Session – All councilors attended and participated in the recent training  
27    session facilitated by Pamela Plumb. Town Manager Granfield felt that the training will be most  
28    helpful in hiring a new town manager. A summary of notes from the training have been posted  
29    on the Town website under Town Council training workshop.

30    Sewer Betterments – Town Manager Granfield continues to evaluate the sewer betterment fees.  
31    She presumed recommendations for possible ordinance changes will be presented with the goal  
32    to alleviate costs for those receiving large estimates.

Regular Meeting 5/9/2016

Line 151 – replace “opposed” with “affirmative”

Line 157 – replace “Planning Board” with “Town Council”

Line 185, 207, 250 – replace “sq. ft.” with “assessed value”

The minutes were amended as adopted.

8. Interviews for the Board of Appeals and Planning – None.

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

a. (050316-1) The Kittery Town Council moves to recognize the recipients of the 2016 Educational (Recycling) Scholarships.

Vice Chairperson Denault announced the recipients listed below:

- MacKenzie Sallade, Southern Maine Community College
- Alexander Foye, Hofstra University
- Joseph Battcock, Emmanuel College
- Taylor Kashmer, University of Maine
- Tanner Foye, Johnson & Wales University
- Emma Kemp, Smith College
- Hannah Stevens, Smith College
- Hailey Frisbee, University of New England
- Gavin Frisbee, University of Maine at Farmington
- Jocelyn Lorrey, Massachusetts Institute of Technology
- Jessica Batchelder, Colby College
- Joseph Lombardi, Worcester Polytechnic Institute
- Jonathan Davis, University of New Hampshire
- Jeremy Batchelder, Tufts University

Vice Chairperson Denault explained how the Town was encouraged to recycle and announced that \$750 was donated to End 68 Hours of Hunger. A total of 11,245 backpacks have been packed and donated since 2012.

Vice Chairperson Denault announced that \$250 was donated to Shapleigh School Odyssey of the Mind team.

b. (050316-2) The Kittery Town Council moves to approve funding \$15,735 to complete the proposed 2016 Spruce Creek Sampling Project for continued water quality analysis in the Spruce Creek watershed for 2016 and to authorize an alternative procurement method to select FB Environmental Associates to complete the work.

**A MOTION WAS MADE BY COUNCILOR WHITE TO APPROVE FUNDING \$15,735 TO COMPLETE THE PROPOSED 2016 SPRUCE CREEK SAMPLING PROJECT FOR CONTINUED WATER QUALITY ANALYSIS IN THE SPRUCE CREEK WATERSHED FOR 2016 AND TO AUTHORIZE AN ALTERNATIVE PROCUREMENT METHOD TO SELECT FB ENVIRONMENTAL ASSOCIATES TO COMPLETE THE WORK, SECONDED BY COUNCILOR SPILLER.**



150 Notice of this public hearing was posted on May 16, 2016.

151 Chairperson Beers opened the floor for public comment. Hearing none; Chairperson Beers  
152 closed the public hearing.

153 **A MOTION WAS MADE BY COUNCILOR DENNETT TO RENEW THE**  
154 **APPLICATION FROM CAPITAL VIDEO CORPORATION, 44 BEDSON ROAD,**  
155 **CRANSTON RI FOR A VIEWING BOOTHS LICENSE FOR AMAZING.NET, 92**  
156 **ROUTE 236, SECONDED BY COUNCILOR SPILLER.**

157 Vice Chairperson Denault voted in the negative on this topic a year ago. It was recommended  
158 through ordinance changes it would be worthwhile for Town Council to address the issue, which  
159 did not happen. He confirmed his voting in the negative.

160 **ROLL CALL TAKEN WITH COUNCILOR DENAULT OPPOSED. MOTION**  
161 **CARRIED 6/1/0.**

162 Councilor Thomson requested that Town Manager Granfield follow up with the town attorney  
163 regarding the subject.

164 b. (050316-6) The Kittery Town Council moves to hold a public hearing on an  
165 application from Maine-ly Meatballs LLC, 41 Myrtle Street #1, Westbrook ME 04092 for a  
166 Victualer's License for Maine-ly Meatballs, Kittery Premium Outlets #4, 345 US Route 1.

167 Notice of this public hearing was posted on May 16, 2016.

168 Chairperson Beers opened the floor for public comment. Hearing none; Chairperson Beers  
169 closed the floor for public comment.

170 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE**  
171 **APPLICATION FROM MAINE-LY MEATBALLS LLC, 41 MYRTLE STREET #1,**  
172 **WESTBROOK ME 04092 FOR A VICTUALER'S LICENSE FOR MAINE-LY**  
173 **MEATBALLS, KITTERY PREMIUM OUTLETS #4, 345 US ROUTE 1, SECONDED BY**  
174 **COUNCILOR SPILLER. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION**  
175 **CARRIED 7/0/0.**

176 c. (050316-7) The Kittery Town Council moves to hold a public hearing on an  
177 application from Beth Robinson, 8 Kilrea Road, Derry NH for a Victualer's License for New  
178 England Style Snowballs, Kittery Premium Outlets #4, 345 US Route 1.

179 Notice of this public hearing was posted on May 16, 2016.

180 Chairperson Beers opened the floor for public comment. Hearing none; Chairperson Beers  
181 closed the floor for public comment.

182 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE**  
183 **APPLICATION FROM BETH ROBINSON, 8 KILREA ROAD, DERRY NH FOR A**  
184 **VICTUALER'S LICENSE FOR NEW ENGLAND STYLE SNOWBALLS, KITTERY**  
185 **PREMIUM OUTLETS #4, 345 US ROUTE 1, SECONDED BY COUNCILOR SPILLER.**  
186 **ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.**

224 Total of all disbursement warrants of \$215,659.86.

225

226 Councilor Dennett stated that the Town and Sewer warrants are in order. Councilor Lemont that  
227 the School warrants are in order.

228 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE**  
229 **DISBURSEMENT WARRANTS, SECONDED BY COUNCILOR SPILLER. MOTION**  
230 **CARRIED BY VOICE VOTE 7/0/0.**

231 c. (050316-9) The Kittery Town Council moves to approve an application from Frisbee's  
232 Holdings LLC, 5 Milano Drive, Saugus MA for a Malt, Spirituous and Vinous Liquor License  
233 for Pepperrell Cove Restaurant, 90 Pepperrell Road.

234 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE AN**  
235 **APPLICATION FROM FRISBEE'S HOLDINGS LLC, 5 MILANO DRIVE, SAUGUS**  
236 **MA FOR A MALT, SPIRITUOUS AND VINOUS LIQUOR LICENSE FOR**  
237 **PEPPERRELL COVE RESTAURANT, 90 PEPPERRELL ROAD, SECONDED BY**  
238 **COUNCILOR WHITE. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION**  
239 **CARRIED 7/0/0.**

240 d. (050316-10) The Kittery Town Council moves to accept the resignation from Craig  
241 Wilson as a citizen representative from the Comprehensive Plan Update Committee as a result of  
242 his appointment as the Board of Appeals representative.

243 **A MOTION WAS MADE BY COUNCILOR SPILLER TO ACCEPT THE**  
244 **RESIGNATION FROM CRAIG WILSON AS A CITIZEN REPRESENTATIVE FROM**  
245 **THE COMPREHENSIVE PLAN UPDATE COMMITTEE AS A RESULT OF HIS**  
246 **APPOINTMENT AS THE BOARD OF APPEALS REPRESENTATIVE, SECONDED BY**  
247 **COUNCILOR WHITE. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION**  
248 **CARRIED 7/0/0.**

249 e. (050316-11) The Kittery Town Council moves to appoint Marissa Day to the  
250 Comprehensive Plan Update Committee as a citizen representative until 12/31/16.

251 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPOINT MARISSA DAY**  
252 **TO THE COMPREHENSIVE PLAN UPDATE COMMITTEE AS A CITIZEN**  
253 **REPRESENTATIVE UNTIL 12/31/16, SECONDED BY COUNCILOR WHITE. ROLL**  
254 **CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.**

255 f. (050316-12) The Kittery Town Council moves to accept the resignation of Paul Lucy  
256 from the Personnel Board.

257 **A MOTION WAS MADE BY COUNCILOR THOMSON TO ACCEPT THE**  
258 **RESIGNATION OF PAUL LUCY FROM THE PERSONNEL BOARD, SECONDED BY**  
259 **CHAIRPERSON BEERS. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION**  
260 **CARRIED 7/0/0.**

261 g. (050316-13) The Kittery Town Council moves to authorize the Kittery Block Party  
262 Committee to place a banner across Rogers Road in front of the Community Center and signs at  
263 the following locations: Rice Public Library – each building site; Bob's Clam Hut; York Hospital

302 **A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE ANNUAL**  
303 **RENEWAL LIST FOR AMUSEMENT DEVICE LICENSES, SECONDED BY**  
304 **CHAIRPERSON BEERS. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION**  
305 **CARRIED 7/0/0.**

306 l. (050316-18) The Kittery Town Council moves to approve a one day extension of the  
307 service area of the premises externally on the current liquor license for the Black Birch, from  
308 9:00am – 10:00pm for the Kittery Block Party on June 18, 2016.

309 **A MOTION WAS MADE BY COUNCILOR WHITE TO APPROVE A ONE DAY**  
310 **EXTENSION OF THE SERVICE AREA OF THE PREMISES EXTERNALLY ON THE**  
311 **CURRENT LIQUOR LICENSE FOR THE BLACK BIRCH, FROM 9:00AM – 10:00PM**  
312 **FOR THE KITTERY BLOCK PARTY ON JUNE 18, 2016, SECONDED BY**  
313 **COUNCILOR DENAULT. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION**  
314 **CARRIED 7/0/0.**

315 m. (050316-19) The Kittery Town Council moves to consider acceptance of title of the First  
316 Baptist Church cemetery property.

317 Town Manager Granfield explained that the Baptist church is closing and the church that is  
318 taking it over does not want the cemetery. The deed was offered to Kittery. There has been  
319 minimal maintenance on the property. The request came from their attorney.

320 Councilor Thomson expressed no issues with the request, but recommended that town attorney,  
321 Mr. McEachern, review the title.

322 Chairperson Beers noted that the town currently does not own any cemeteries and there exists  
323 over 400 currently. Acceptance of the property comes with several more responsibilities than  
324 simply ownership.

325 Town Manager Granfield responded to Councilor Dennett that no sale of property would occur  
326 and it be treated as a gift. He asked the Town Clerk to research the use of cemetery trust funds  
327 and consult with the Finance Director.

328 14. COUNCILOR ISSUES OR COMMENTS

329 Councilor Spiller asked if the Parks Commission has any regulation on drones in Fort Foster.  
330 Chairperson Beers requested that Town Manager Granfield seek guidance.

331 Vice Chairperson Denault requested the status of the Dineen property case.

332 Vice Chairperson Denault announced that J1 students will soon be arriving in Kittery.

333 Vice Chairperson Denault reported that he received complaints of high activity on Bridge street.  
334 He was unsure of the occupancy permit process for abandoned properties.

335 Councilor Thomson noted that himself and Councilor Spiller were appointed to the Port  
336 Authority working group, which was due to sunset May 31<sup>st</sup>. The final report will be  
337 forthcoming. Consensus amongst the Kittery Port Authority was achieved in that the excise tax  
338 be returned to the Kittery Port Authority per the 2014 memorandum of understanding (MOU)  
339 and business plan. Also, the working group should continue as a standing committee so when

374 *every effort has been made to ensure the accuracy of the information the minutes are not*  
375 *intended as a verbatim transcript of comments at the meeting, but a summary of the discussion*  
376 *and actions that took place. For complete details, please refer to the video of the meeting on the*  
377 *Town of Kittery website at <http://www.townhallstreams.com/locations/kittery-maine>.*





# TOWN OF KITTERY, MAINE

## TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED  
MAY 19 2016

BY: 9:30 AM

### APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: April Timko

RESIDENCE: 356 Haley Road, Kittery Point, ME 03905

MAILING (if different)

E-MAIL ADDRESS: apriltimko@gmail.com PHONE #: (Home) (207) 451-2161 (Work) 781.744.8199

#### Please check your choices:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Board of Appeals               | <input type="checkbox"/> Board of Assessment Review                                    |
| <input type="checkbox"/> Conservation Commission                   | <input type="checkbox"/> Mary Safford Wildes Trust                                     |
| <input type="checkbox"/> Comprehensive Plan Update Committee       | <input type="checkbox"/> Shellfish Conservation Committee                              |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input type="checkbox"/> Economic Development Committee                                |
| <input type="checkbox"/> Parks Commission                          | <input type="checkbox"/> Open Space Committee  |
| <input type="checkbox"/> Port Authority                            | <input type="checkbox"/> Planning Board  |
| <input type="checkbox"/> Personnel Board                           | <input checked="" type="checkbox"/> Other I would be willing to serve on another board |

EDUCATION/TRAINING: Attorney

RELATED EXPERIENCE (Including other Boards and Commissions) Although I have not served on

another board, I have experience reviewing and responding to documents, including legal documents, statutes and regulations.

PRESENT EMPLOYMENT: Lahey Health System

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST: None

REASON FOR APPLICATION TO THIS BOARD: To serve my community

I HAVE ☐ HAVE NOT ☒ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

SIGNATURE OF APPLICANT

DATE

5/16/16



**TOWN OF KITTERY, MAINE** **RECEIVED**  
**TOWN CLERK'S OFFICE**  
200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1328 Fax: (207) 439-6800 *2:00 pm*

**APPLICATION FOR APPOINTMENT TO TOWN BOARDS**

NAME: VERN GARDNER  
RESIDENCE: 2 TUCKER COVE  
MAILING (if different) P.O. Box 214, Portsmouth, N.H. 03802  
E-MAIL ADDRESS: VERN.GARDNER@COMCAST.NET PHONE #: (Home) 439-4359 (Work) 439-9699

**Please check your choice:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals         | <input type="checkbox"/> Board of Assessment Review       |
| <input type="checkbox"/> Conservation Commission             | <input type="checkbox"/> Mary Safford Wildes Trust        |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee     | <input type="checkbox"/> Economic Development Committee   |
| <input type="checkbox"/> Parks Commission                    | <input type="checkbox"/> Open Space Committee             |
| <input type="checkbox"/> Port Authority                      | <input type="checkbox"/> Planning Board                   |
| <input type="checkbox"/> Personnel Board                     | <input type="checkbox"/> Other _____                      |

EDUCATION/TRAINING: BA.

RELATED EXPERIENCE (Including other Boards and Commissions) Board of Appeals

3 terms, Comprehensive Plan - 4 years, Cable Board -

Portsmouth - Mayor's Advisory Board - 22 years, Portsmouth

Economic Development Committee - 11 years  
PRESENT EMPLOYMENT: Real Estate Appraiser

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST (please read back of application): None

REASON FOR APPLICATION TO THIS BOARD: \_\_\_\_\_

I HAVE ☒ / HAVE NOT ☐ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

**Please read the back of this application before signing.**

Vern Gardner  
SIGNATURE OF APPLICANT

June 01, 2016  
DATE

**AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN TOWN OF KITTERY AND  
EATON PEABODY CONSULTING GROUP**

The Contract for Professional Services between Town of Kittery and Eaton Peabody Consulting Group dated May 23, 2016 is hereby amended as follows:

- 2) Dates of Performance. The Contractor shall provide these services until such time as a new Town Manager is hired, or June 30, 2017, unless otherwise agreed.

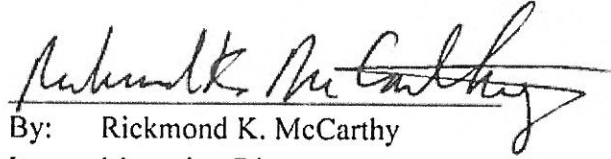
All other terms and conditions of the original Contract shall remain in full force and effect.

In witness whereof, Town of Kittery and Eaton Peabody Consulting Group have each caused this Amendment to be signed by their duly authorized representatives on this 26<sup>th</sup> day of May, 2016:

TOWN OF KITTERY

\_\_\_\_\_  
By: Carol Granfield  
Its: Interim Town Manager

EATON PEABODY CONSULTING GROUP

  
By: Rickmond K. McCarthy  
Its: Managing Director



**SAMPLE BALLOT  
TOWN MEETING ELECTION  
KITTERY, MAINE  
JUNE 14, 2016**

**Instructions to Voters**

- ♦ To vote for the candidate of your choice, fill in the oval to the left, like this: ☐
- ♦ To vote for a write-in candidate, fill in the oval to the left of the write-in space and write in the person's name.
- ♦ To have your vote count, do not erase or cross out your choice.
- ♦ If you make a mistake, ask for a new ballot.

Article 2: Shall the town vote to authorize Town Council to transfer up to \$125,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$125,000 when necessary into account #2022 Compensated Absences, to maintain a positive fund balance to pay for accrued vacation and/or sick leave to settle any unpaid benefits owed to retiring employees in FY'17?

Town Council Recommends - Vote: Yes 6 No 0

Explanation: The purpose of this article is to provide funds when and if necessary in FY'17, to pay for accrued benefits owed retiring employees. This article transfers funds from the town's unassigned funds (unencumbered surplus) when a municipal employee retires. The reserve account balance is currently \$3.27. The purpose of this article in FY'17 is to pay only claims during the year to meet the town's liability and to return the reserve fund to a positive balance.

☐ YES

☐ NO

Article 3: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$25,000 from unassigned funds (unencumbered surplus) when necessary and appropriate and expend up to \$25,000 for the purpose of paying the town's cost on accepted insurance claims against the town?

Town Council Recommends - Vote: Yes 6 No 0

Explanation: The article requests exposing up to \$25,000 from the town's unassigned funds (unencumbered surplus) for use, when necessary, to pay the deductible and other associated costs on insurance claims instead of raising an amount from taxation within the town budget.

☐ YES

☐ NO

Article 4: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$100,000 from unencumbered surplus when necessary and appropriate and expend up to \$100,000 for the purpose of providing the town's match to federal, state and non-profit grants?

Town Council Recommends - Vote: Yes 6 No 0

Explanation: The Town Council expects continued applications to be filed for grants in a variety of areas by different town departments to assist with the operations and capital purchases. These grants, if successful, often require a local match to be raised. The article requests that up to \$100,000 from the town's surplus be transferred by the Town Council for the local match share of grants when received and accepted by the Town Council.

☐ YES

☐ NO

Article 5: Shall the town vote to authorize Town Council to transfer from unassigned funds (unencumbered surplus) an amount not to exceed \$40,000, when necessary and appropriate, and expend said amount to cover shortfalls in the FY'17 town departments' fuel accounts due to the unpredictable fuel pricing markets?

Town Council Recommends - Vote: Yes 6 No 0

Explanation: The article is a result of the review of individual departments' vehicle and heating fuel accounts and the unstable fuel market pricing. This account would provide departments, who have exhausted their allocated fuel budgets, access to emergency fuel funds. The Town Council favored keeping the FY'17 fuel and utility accounts as low as possible, with the concept of this article exposing surplus funds as a safety net in case the market remains unstable.

☐ YES

☐ NO

**CONTINUE VOTING ON BACK**



Article 6: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$40,000 from unassigned funds (unencumbered surplus) when necessary and appropriate and expend said amount for the purpose of providing the town's General Assistance Program as required by town, state and federal laws in FY'17?

Town Council Recommends - Vote: Yes 6 No 0

Explanation: The General Assistance Program is budgeted from the town's operational budget each year. The program assists town citizens with welfare type services by following very strict state and federal guidelines for income eligibility within the General Assistance Ordinance. This article proposes to create a method, as in past years, for the Town Council to keep the General Assistance budget at level funding. If the General Assistance costs exceed the budget, this article would allow the Council to transfer an amount up to \$40,000 from surplus to cover the overage.

☐ YES

☐ NO

Article 7: Shall the Town vote to authorize Town Council to transfer an amount not to exceed \$50,000 when necessary from the unassigned funds (unencumbered surplus) and to appropriate and expend said amount at the discretion of the Town Council to pay for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the regular FY'17 operating budget?

Town Council Recommends - Vote: Yes 6 No 0

Explanation: Occasionally, repairs to town facilities are needed that have not been budgeted. In addition, energy efficiency projects are being identified to further save the town funds. This Article allows the Town Council the discretion to make emergency facility repairs and undertake energy efficiency projects through the use of up to \$50,000 from the Town's unassigned funds (unencumbered surplus).

☐ YES

☐ NO

**YOU HAVE COMPLETED VOTING**



# TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

[cgranfield@kitteryme.org](mailto:cgranfield@kitteryme.org)

Carol M. Granfield  
Town Manager

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## INTEROFFICE MEMORANDUM

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**TO:** TOWN COUNCIL  
**FROM:** CAROL M. GRANFIELD, INTERIM TOWN MANAGER  
**SUBJECT:** UPDATED BUDGET INFORMATION  
**DATE:** JUNE 8, 2016  
**CC:**

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In accordance with discussion at the Budget Workshop, the following replacement worksheets from the budget are updated to include the changes the Town Council requested be added into the budget.

Please replace your budget sheets with the attached and once approved all information will be updated.

- Administration – Page 36 (reflects adding a part time (28 hours without benefits) Secretary to the Town Manager for assisting with work for the Town Manager and Town Clerk)
- Planning, Economic Development and Code Enforcement – Page 73 (reflects the increase in hours for the Shoreland Resource Officer from 13 to 15 hours and benefits as total position is changed to full time between Planning and Public Works)
- Solid Waste – Page 96 (reflects the increase in DPW of the Shoreland Resource Officer position from 15 to 25 hours plus benefits, as now is a total position changed to full time between Planning and Public Works)
- Budget Summary – Pages 9 and 10 – reflect the following:
  - Total Municipal Budget \$12,867,824 or 4.9% increase
  - Total School Budget \$15,797,843 or 2.2% increase
  - Grand Total Budget \$28,665,667 or 3.4% overall increase over FY 2016
  - Proposed Mill Rate \$15.94 or \$0.27 increase over FY 2016 or 1.7%
- Revenue Summary – Pages 13 and 14 – revenue updated in Recreation and Solid Waste

Acct. #	ADMINISTRATION	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Approved	FY 2017 Dept.	FY 2017 Proposed	\$ Difference	% Difference
101110-64011	Salary, Town Manager	61,912	63,146	83,050	81,900	87,227	87,227	5,327	6.5%
101110-64014	Salary, Town Clerk	65,101	67,409	68,573	69,708	72,300	72,300	2,592	3.7%
101110-64017	Salaries, Clerks	185,907	213,425	187,340	199,277	200,325	200,325	1,048	0.5%
101110-64020	Part Time Salaries	26,613		3,087	-		31,304	31,304	0.0%
101110-64018	Human Resource Director	-	45,000	45,955	62,545	61,515	64,266	1,721	2.8%
101110-64026	Finance Director	70,000	83,200	84,789	88,257	90,327	90,327	2,070	2.3%
101110-64027	Custodian Wages	9,027	9,257	9,087	9,853	9,667	9,667	(186)	-1.9%
101110-	Salary and Position Adjustment	-	-	-	1,401			(1,401)	-100.0%
101110-64030	Overtime	3,540	1,993	3,398	4,500	3,500	3,500	(1,000)	-22.2%
	<b>Sub-total Salaries and Wages</b>	<b>\$ 422,100</b>	<b>\$ 483,429</b>	<b>\$ 485,281</b>	<b>\$ 517,441</b>	<b>\$ 524,861</b>	<b>\$ 558,916</b>	<b>\$ 41,475</b>	<b>8.0%</b>
101110-64050	Retirement, Employer's Share	11,588	17,267	17,939	24,563	26,564	26,232	1,669	6.8%
101110-64051	ICMA Employer's Share	7,365	7,777	9,868	10,294	10,464	10,464	170	1.7%
	PT ADMIN ASST					12,931			
101110-64060	FICA, Employer's Share	31,487	36,280	37,670	39,584	40,152	42,757	3,173	8.0%
101110-64070	Workers' Compensation	896	1,595	1,749	1,700	3,068	3,214	1,514	89.1%
101110-64090	Major Medical Insurance	80,259	92,757	94,333	102,403	113,542	113,542	11,139	10.9%
101110-64091	Dental Insurance	1,923	2,378	2,300	2,545	2,775	2,775	230	9.0%
101110-64092	Disability Insurance	3,218	2,898	2,936	3,555	3,555	3,555	-	0.0%
	<b>Sub-total Benefits</b>	<b>\$ 136,736</b>	<b>\$ 160,952</b>	<b>\$ 166,796</b>	<b>\$ 184,644</b>	<b>\$ 213,051</b>	<b>\$ 202,539</b>	<b>\$ 17,895</b>	<b>9.7%</b>
101110-65010	Postage	10,988	11,708	12,432	12,000	12,425	12,000	-	0.0%
101110-65020	Telephone/Internet	6,316	7,079	7,496	9,220	9,240	8,000	(1,220)	-13.2%
101110-65030	Transportation	1,772	543	312	2,000	1,800	1,500	(500)	-25.0%
101110-65040	Educ./Mtg. Expenses	2,128	2,065	2,788	3,600	3,655	3,655	55	1.5%
101110-65060	Printing	5,007	6,055	5,002	5,200	5,200	5,200	-	0.0%
101110-65080	Legal, Notice & Other Advertising	5,038	4,905	15,278	5,000	5,000	3,000	(2,000)	-40.0%
101110-65110	Town Manager Search	16,707	(1,500)	1,748	-	18,000	18,000	18,000	0.0%
101110-65200	Electricity	8,993	9,787	10,242	10,815	16,200	14,000	3,185	29.4%
101110-65220	Water	128	285	300	350	325	325	(25)	-7.1%
101110-65230	Fuel Oil/Gas	5,346	7,198	6,868	6,500	4,200	4,200	(2,300)	-35.4%
101110-65240	Dumpsters	1,007	522	552	600	600	600	-	0.0%
101110-65250	Sewer	292	195	318	180	180	180	-	0.0%
101110-65300	Machine & Equip. Maintenance	33,156	27,989	30,644	27,750	27,750	27,750	-	0.0%
101110-65400	Legal Services	75,331	79,435	64,053	58,000	64,000	62,000	4,000	6.9%
101110-65410	Computer Services	-		37,666	39,200	40,395	39,000	(200)	-0.5%
101110-65415	Web Page Maintenance		1,246	3,450	3,275	3,455	3,455	180	5.5%
101110-65420	Technical Support			1,330	1,350	-	-	(1,350)	-100.0%
101110-65430	Audit Services	14,400	10,000	15,827	16,143	16,223	16,223	80	0.5%
101110-65480	Other Professional Services	47,774	8,011	7,193	25,100	21,000	21,000	(4,100)	-16.3%
101110-66025	ME Municipal Dues	11,745	8,862	11,829	12,000	12,000	12,000	-	0.0%
101110-65500	Maintenance of Bldgs. & Grounds	20,908	3,150	13,762	10,000	10,000	10,000	-	0.0%
101110-65980	Professional Services - Finance	40,356	11,665	4,432	1,500	1,500	1,500	-	0.0%
	<b>Sub-total Expenses</b>	<b>\$ 365,082</b>	<b>\$ 252,534</b>	<b>\$ 253,523</b>	<b>\$ 249,783</b>	<b>\$ 273,148</b>	<b>\$ 263,588</b>	<b>\$ 13,805</b>	<b>5.5%</b>
101110-66010	Office Supplies	9,656	8,642	6,989	7,500	10,000	6,000	(1,500)	-20.0%
101110-66020	Books/Subscriptions	750	766	471	800	745	745	(55)	-6.9%
101110-66035	Abstracts and Liens	7,397	9,062	10,506	9,000	9,500	9,500	500	5.6%
101110-66040	Janitorial Supplies & Services	1,005	732	894	2,000	600	600	(1,400)	-70.0%
	<b>Sub-total Supplies</b>	<b>\$ 18,808</b>	<b>\$ 19,466</b>	<b>\$ 18,859</b>	<b>\$ 19,300</b>	<b>\$ 20,845</b>	<b>\$ 16,845</b>	<b>\$ (2,455)</b>	<b>-12.7%</b>
-	Office Furniture & Equipment	-		1,477				-	
	<b>Sub-total Capital</b>	<b>555</b>	<b>-</b>	<b>1,477</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>101110</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$ 943,281</b>	<b>\$ 916,382</b>	<b>\$ 925,935</b>	<b>\$ 971,168</b>	<b>\$ 1,031,905</b>	<b>\$ 1,041,888</b>	<b>\$ 70,720</b>	<b>7.3%</b>

Acct. #	PLANNING, ECONOMIC DEVELOPMENT, and CODE ENFORCEMENT	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Approved	FY 2017 Dept.	FY 2017 Proposed	\$ Difference	% Difference
101710-64005	Code Enforcement Officer	63,022	64,917	51,683	62,343	62,549	62,549	206	0%
101721-64006	Town Planner	69,293	71,685	81,065	73,555	74,703	75,068	1,513	2%
101721-64017	Assistant Planner	42,728	43,580	37,895	46,129	46,279	46,279	150	0%
101721-64018	Asst. Code Enforcement Officer	42,493	45,191	48,069	48,896	49,056	49,056	160	0%
101710-64012	Shoreland Resource Officer (15 Hrs.)	10,155	9,795	10,265	13,260	17,355	15,951	2,691	20%
101721-64020	Development Clerk (25 hrs)	-	-	-	-	23,514	23,514	23,514	0%
101721-64030	Overtime	-	741	909	900	900	800	(100)	-11%
101710-64030	Overtime	1,114	281	-	-	-	-	-	0%
	<b>Sub-total Salaries and Wages</b>	<b>\$ 228,805</b>	<b>\$ 236,191</b>	<b>\$ 229,886</b>	<b>\$ 245,083</b>	<b>\$ 274,356</b>	<b>\$ 273,217</b>	<b>\$ 28,134</b>	<b>11%</b>
101721-64050	Retirement, Employer's Share	2,055	2,722	3,152	8,493	10,786	10,653	2,160	25%
101710-64050	Retirement, Employer's Share	3,202	3,993	1,239	-	-	-	-	0%
101721-64051	ICMA Employer's Share	6,738	6,962	7,162	8,154	9,676	9,698	1,544	19%
101710-64051	ICMA, Employer's Share	-	-	1,511	-	-	-	-	0%
101721-64060	FICA, Employer's Share	11,643	12,416	12,860	18,749	20,988	20,901	2,152	11%
101710-64060	FICA, Employer's Share	5,457	5,511	4,553	-	-	-	-	0%
101721-64070	Workers' Compensation	573	1,330	1,315	2,250	3,385	3,410	1,160	52%
101710-64070	Workers' Compensation	581	1,235	1,059	-	-	-	-	0%
101721-64090	Major Medical Insurance	33,149	35,700	40,706	62,761	76,897	77,778	15,017	24%
101710-64090	Major Medical Insurance	16,574	17,850	11,158	-	-	-	-	0%
101721-64091	Dental Insurance	-	-	623	1,245	1,245	1,245	-	0%
101721-64092	Disability Insurance	1,206	1,333	1,185	1,777	1,778	2,222	445	25%
101710-64092	Disability Insurance	610	444	259	-	-	-	-	0%
	<b>Sub-total Benefits</b>	<b>\$ 81,789</b>	<b>\$ 89,497</b>	<b>\$ 86,783</b>	<b>\$ 103,429</b>	<b>\$ 124,755</b>	<b>\$ 125,907</b>	<b>\$ 22,478</b>	<b>22%</b>
101721-65010	Postage	2	138	0	125	125	125	-	0%
101710-65010	Postage	97	75	177	-	-	-	-	0%
101721-65020	Telephone	34	-	351	1,320	1,320	1,320	-	0%
101710-65020	Telephone	74	-	352	-	-	-	-	0%
101721-65030	Transportation	309	183	-	800	1,100	1,100	300	38%
101710-65030	Transportation	1,527	1,229	456	-	-	-	-	0%
101721-65040	Educ./Mtg. Expenses	1,286	494	250	2,000	2,350	2,350	350	18%
101710-65040	Educ./Mtg. Expenses	207	1,261	535	-	-	-	-	0%
101721-65060	Printing	220	953	501	600	600	600	-	0%
101710-65060	Printing	684	1,356	609	-	-	-	-	0%
101721-65080	Legal Notices & Other Advertising	-	2,856	447	-	-	-	-	0%
101710-65080	Legal Notices & Other	-	463	-	-	-	-	-	0%
101721-65300	Machine & Equipment Maintenance	-	-	813	-	-	-	-	0%
101721-65310	Vehicle Maintenance	-	-	-	500	500	500	-	0%
101710-65310	Vehicle Maintenance	-	-	179	-	-	-	-	0%
101721-65311	Gas Grease, Oil	-	-	-	600	600	600	-	0%
101721-65400	Legal Services	10,440	11,004	5,616	11,000	11,000	11,000	-	0%
101710-65400	Legal Services	8,838	6,155	8,635	-	-	-	-	0%
101721-65480	Other Professional Services	7,905	2,510	4,010	2,000	2,000	2,000	-	0%
101710-65480	Other Professional Services	2,107	-	-	-	450	-	-	0%
101721-65521	Uniforms	-	-	-	-	-	450	450	0%
	<b>Sub-total Expenses</b>	<b>\$ 33,728</b>	<b>\$ 28,676</b>	<b>\$ 22,930</b>	<b>\$ 18,945</b>	<b>\$ 20,045</b>	<b>\$ 20,045</b>	<b>\$ 650</b>	<b>3%</b>
101721-66010	Office Supplies	443	952	751	450	500	500	50	11%
101721-66020	Books/Subscriptions	-	853	-	900	900	900	-	0%
101721-66030	Other Supplies	-	670	273	500	500	500	-	0%
	<b>Sub-total Supplies</b>	<b>\$ 443</b>	<b>\$ 2,475</b>	<b>\$ 1,024</b>	<b>\$ 1,850</b>	<b>\$ 1,900</b>	<b>\$ 1,900</b>	<b>\$ 50</b>	<b>3%</b>
101710-67510	Office Furniture & Equipment	78	278	-	300	300	300	-	100%
	<b>TOTAL PLANNING &amp; ECON. DEV., and CODE ENFORCEMENT</b>	<b>\$ 344,843</b>	<b>\$ 357,117</b>	<b>\$ 340,623</b>	<b>\$ 369,607</b>	<b>\$ 421,356</b>	<b>\$ 421,369</b>	<b>\$ 51,312</b>	<b>13.9%</b>

Acct. #	SOLID WASTE	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Approved	FY 2017 Dept.	FY 2017 Proposed	\$ Difference	% Difference
101930-64009	40% Commissioner's Salary	30,759	33,372	34,357	34,864	35,516	36,515	1,651	5%
101930-64010	Full-Time Salaries	160,161	126,043	110,986	138,608	130,861	130,861	(7,747)	-6%
101930-64020	Part-Time Salaries	23,640	22,509	18,841	22,896	24,396	24,396	1,500	7%
101930-64020	Shoreland Resource	-	9,845	14,012	15,000	31,200	26,585	11,585	77%
101930-64030	Overtime	13,003	6,078	3,944	3,758	3,736	3,736	(22)	-1%
	<b>Sub-total Salaries and Wages</b>	<b>\$ 227,563</b>	<b>197,847</b>	<b>182,139</b>	<b>215,126</b>	<b>225,709</b>	<b>222,093</b>	<b>6,967</b>	<b>3%</b>
101930-64050	Retirement, Employer's Share	8,938	10,404	11,666	15,773	16,229	18,781	3,008	19%
101930-64060	FICA, Employer's Share	16,809	14,661	13,355	16,457	17,267	16,990	533	3%
101930-64070	Workers' Compensation	3,654	7,804	1,720	10,000	9,697	10,087	87	1%
101930-64090	Major Medical Insurance	45,451	46,332	53,393	54,754	56,149	69,918	15,164	28%
101930-64091	Dental Insurance	457	134	498	499	498	498	(1)	0%
101930-64092	Disability Insurance	999	1,333	1,303	1,334	1,333	1,611	277	21%
	<b>Sub-total Benefits</b>	<b>\$ 76,307</b>	<b>\$ 80,668</b>	<b>\$ 81,935</b>	<b>\$ 98,817</b>	<b>\$ 101,173</b>	<b>\$ 117,885</b>	<b>\$ 19,068</b>	<b>19%</b>
101930-65020	Telephone	620	1,065	920	2,500	2,000	2,000	(500)	-20%
101930-65030	Transportation	-	-	-	75	75	75	-	0%
101930-65040	Educ./Mtg. Expenses	1,304	160	50	1,500	1,500	1,500	-	0%
101930-65060	Printing	317	2,229	166	3,000	3,000	3,000	-	0%
101930-65090	Zero Waste Program Expenses	18,686	3,291	764	5,000	5,000	2,500	(2,500)	-50%
101930-65200	Electricity	9,294	12,565	12,794	10,000	10,500	10,500	500	5%
101930-65220	Water	304	536	494	350	400	400	50	14%
101930-65230	Heating/Fuel Oil	1,393	1,191	529	1,230	1,230	1,230	-	0%
101930-65300	Machine & Equip. Maintenance	1,726	4,572	4,289	3,500	3,500	3,500	-	0%
101930-65302	Protective & Safety Equip.	1,144	296	478	1,000	1,000	1,000	-	0%
101930-New	Facility Safety Inspection	-	-	-	1,250	1,250	1,250	-	0%
101930-65311	Gas, Grease and Oil	12,842	11,225	9,389	10,000	10,000	10,000	-	0%
101930-65312	Tubes & Tires	62	3,820	288	5,000	3,000	3,000	(2,000)	-40%
101930-65480	Other Prof. Services	243,026	236,479	236,058	269,000	269,000	239,000	(30,000)	-11%
101930-65500	Maintenance of Bldgs. & Grounds	12,095	2,815	3,644	20,000	20,000	10,000	(10,000)	-50%
101930-65521	Uniforms	1,200	1,700	1,200	1,300	1,200	1,200	(100)	-8%
	<b>Sub-total Expenses</b>	<b>\$ 304,012</b>	<b>\$ 281,944</b>	<b>\$ 271,063</b>	<b>\$ 334,705</b>	<b>\$ 332,655</b>	<b>\$ 290,155</b>	<b>\$ (44,550)</b>	<b>-13%</b>
101930-66009	Shop Supplies	5,587	4,693	3,818	3,500	3,500	3,500	-	0%
101930-66010	Office Supplies	868	156	177	500	250	250	(250)	-50%
101930-66011	Hand Tools	343	-	113	200	200	200	-	0%
101930-66030	Other Supplies	240	8	88	250	250	250	-	0%
101930-66040	Janitorial Supplies	712	381	561	1,000	1,000	1,000	-	0%
	<b>Sub-total Supplies</b>	<b>\$ 7,749</b>	<b>\$ 5,238</b>	<b>\$ 4,757</b>	<b>\$ 5,450</b>	<b>\$ 5,200</b>	<b>\$ 5,200</b>	<b>\$ (250)</b>	<b>-5%</b>
101930-67553	Asphalt Road Maintenance	-	-	-	7,500	7,500	7,500	-	0%
101930-67514	Plant Equipment	5456	5,716	5,896	12,535	12,500	12,500	(35)	0%
	<b>Sub-total Capital</b>	<b>\$ 5,456</b>	<b>\$ 5,716</b>	<b>\$ 5,896</b>	<b>\$ 20,035</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ (35)</b>	<b>0%</b>
	<b>TOTAL SOLID WASTE</b>	<b>\$ 628,093</b>	<b>\$ 571,413</b>	<b>\$ 545,790</b>	<b>\$ 674,133</b>	<b>\$ 684,737</b>	<b>\$ 655,333</b>	<b>\$ (18,800)</b>	<b>-3%</b>



	A	H	I	J	K	L	M	N
2								
3	GENERAL GOVERNMENT							
4	Administration	\$ 916,382	\$ 925,935	\$ 971,168	\$ 1,031,905	\$ 1,041,888	\$ 70,720	7.3%
5	Assessing	\$ 167,347	\$ 174,583	\$ 182,306	\$ 129,564	\$ 129,564	\$ (52,742)	-28.9%
6							\$ -	
7	Council	\$ 7,392	\$ 5,924	\$ 7,656	\$ 7,656	\$ 7,656	\$ -	0.0%
8	Debt & Interest	\$ 681,038	\$ 670,272	\$ 663,377	\$ 906,401	\$ 906,401	\$ 243,024	36.6%
9	Elections	\$ 6,579	\$ 8,759	\$ 10,438	\$ 13,603	\$ 13,603	\$ 3,165	30.3%
10	Other Insurances	\$ 266,035	\$ 230,208	\$ 300,058	\$ 288,935	\$ 288,935	\$ (11,123)	-3.7%
11	Planning Board	\$ 14,806	\$ 10,072	\$ 15,575	\$ 15,704	\$ 15,704	\$ 129	0.8%
12	Planning & Code Enforcement	\$ 357,117	\$ 340,623	\$ 369,607	\$ 435,539	\$ 421,376	\$ 51,769	14.0%
13	SUB-TOTAL GEN GOVERNMENT	\$ 2,416,696	\$ 2,366,376	\$ 2,520,185	\$ 2,829,307	\$ 2,825,127	\$ 304,942	12.1%
14								
15	PUBLIC WORKS							
16	Highway	\$ 1,136,849	\$ 1,195,668	\$ 1,182,915	\$ 1,241,707	\$ 1,226,756	\$ 43,841	3.7%
17	Solid Waste	\$ 571,413	\$ 545,790	\$ 674,133	\$ 706,694	\$ 655,333	\$ (18,800)	-2.8%
18	SUB-TOTAL PUBLIC WORKS	\$ 1,708,262	\$ 1,741,459	\$ 1,857,048	\$ 1,948,401	\$ 1,882,089	\$ 25,041	1.3%
19								
20	PUBLIC SAFETY							
21	Civil Emergency Preparedness	\$ 1,575	\$ 262	\$ 1,500	\$ 500	\$ 500	\$ (1,000)	-66.7%
22	Hydrant Rentals	\$ 215,288	\$ 215,979	\$ 221,780	\$ 246,776	\$ 246,776	\$ 24,996	11.3%
23	Street Lights	\$ 109,026	\$ 126,071	\$ 113,600	\$ 119,000	\$ 119,000	\$ 5,400	4.8%
24	Fire	\$ 260,231	\$ 287,359	\$ 313,624	\$ 336,447	\$ 326,273	\$ 12,648	4.0%
25	Police	\$ 2,641,498	\$ 2,692,903	\$ 2,746,960	\$ 2,892,978	\$ 2,864,681	\$ 117,721	4.3%
26	SUB-TOTAL PUBLIC SAFETY	\$ 3,227,618	\$ 3,322,574	\$ 3,397,464	\$ 3,595,701	\$ 3,557,229	\$ 159,765	4.7%
27								
28	LEISURE TIME ACTIVITIES							
29	Library	\$ 434,400	\$ 440,916	\$ 448,412	\$ 457,380	\$ 457,380	\$ 8,968	2.0%
30	Parks	\$ 303,401	\$ 282,364	\$ 320,112	\$ 346,523	\$ 321,505	\$ 1,393	0.4%
31	Port Authority	\$ 111,482	\$ 115,343	\$ 118,800	\$ 128,685	\$ 126,976	\$ 8,176	6.9%
32	Kittery Community Center	\$ 1,160,204	\$ 1,154,793	\$ 1,233,819	\$ 1,265,019	\$ 1,264,531	\$ 30,712	2.5%
33	SUB-TOTAL LEISURE TIME ACTIVITIES	\$ 2,009,487	\$ 1,993,416	\$ 2,121,143	\$ 2,197,607	\$ 2,170,392	\$ 49,249	2.3%
34								
35	COMMUNITY SERVICE							
36	Public Health	\$ 592	\$ 586	\$ 603	\$ 591	\$ 591	\$ (12)	-2.0%
37	Welfare	\$ 135,783	\$ 59,476	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.0%
38	Community Agencies	\$ 12,275	\$ 13,830	\$ 13,830	\$ 15,262	\$ 11,765	\$ (2,065)	-14.9%
39	SUB-TOTAL COMMUNITY SERVICE	\$ 148,650	\$ 73,892	\$ 54,433	\$ 55,853	\$ 52,356	\$ (2,077)	-3.8%
40								
41	OTHER							
42	Misc.	\$ 196,348	\$ 314,881	\$ 169,326	\$ 169,326	\$ 170,176	\$ 850	0.5%
43	County Tax	\$ 902,996	\$ 908,475	\$ 912,385	\$ 909,420	\$ 909,420	\$ (2,965)	-0.3%
44	SUB-TOTAL OTHER	\$ 1,099,343	\$ 1,223,356	\$ 1,081,711	\$ 1,078,746	\$ 1,079,596	\$ (2,115)	-0.2%
45								
46	CIP	\$ 1,208,976	\$ 1,208,975	\$ 1,159,492	\$ 1,208,975	\$ 1,208,975	\$ 49,483	4.3%
47	Adult Education	\$ 69,835	\$ 69,835	\$ 69,836	\$ 92,059	\$ 92,059	\$ 22,223	31.8%
48								
49	ALL MUNICIPAL	\$ 11,888,868	\$ 11,999,883	\$ 12,261,313	\$ 13,006,649	\$ 12,867,824	\$ 606,511	4.9%
50	SCHOOLS	\$ 14,709,021	\$ 14,961,185	\$ 15,461,359	\$ 15,797,843	\$ 15,797,843	\$ 336,484	2.2%
51	GRAND TOTAL	\$ 26,597,889	\$ 26,961,068	\$ 27,722,671	\$ 28,804,492	\$ 28,665,667	\$ 942,995	3.4%
52								
53	MUNICIPAL NON-TAX REVENUES	\$ 4,192,240	\$ 4,444,214	\$ 4,325,251	\$ 4,451,352	\$ 4,451,352	\$ 126,101	2.9%
54	SCHOOL NON-TAX REVENUES	\$ 1,223,864	\$ 1,147,024	\$ 1,406,785	\$ 1,334,805	\$ 1,334,805	\$ (71,980)	-5.1%
55	TOTAL REVENUE	\$ 5,416,104	\$ 5,591,238	\$ 5,732,036	\$ 5,786,157	\$ 5,786,156	\$ 54,121	0.9%
56								
57	PROPERTY TAX LEVY	\$ 21,181,785	\$ 21,332,380	\$ 21,990,636	\$ 23,018,335	\$ 22,879,510	\$ 888,874	4.2%
58	PLUS OVERLAY	\$ 137,724	\$ 143,248	\$ 128,298	\$ 145,000	\$ 145,000	\$ 16,702	12.1%
59								
60	Plus TIF actual							
61	Minus Homestead & BETE			\$ (140,000)				
62	Minus Fed. Impact Aid							
63	MILL RATE	\$ 15.26	\$ 15.23	\$ 15.67	\$ 16.04	\$ 15.94	\$ 0.27	1.7%
64								
65		5.60%	-0.17%	15.67				
66								
67								
68								
69	TOTAL VALUATION BASE	\$ 1,397,155,200	\$ 1,409,812,100	\$ 1,422,425,947	\$ 1,444,244,747	\$ 1,444,244,747	\$ 21,818,800	1.53%

Acct #	FY '14 Actual	FY 15 Actual	FY 16 Approved	FY 17 Projected	Difference	
43031 Motor vehicle	1,512,062	1,614,001	1,646,281	1,630,141	(16,140)	-1.0%
43032 Boat	26,460	26,466	28,000	27,233	(767)	-2.7%
<b>SUB-TOTAL EXCISE TAX</b>	<b>\$ 1,538,522</b>	<b>\$ 1,640,466</b>	<b>\$ 1,674,281</b>	<b>\$ 1,657,374</b>	<b>\$ (16,907)</b>	<b>-1.0%</b>
43109 Sign Permits	2,725	2,625	2,200	2,413	213	9.7%
43110 Code Enforcement Fees	176,389	196,962	175,000	200,000	25,000	14.3%
43113 BOA Review	500	400	400	400	-	0.0%
43114 Additional Land Use Fees	4,485	4,288	4,500	4,394	(106)	-2.4%
43115 Planning Fees	10,590	15,632	11,000	13,316	2,316	21.1%
43120 Town Clerk Fees	20,427	23,627	19,500	21,564	2,064	10.6%
43121 Wildlife Agent Fee	1,305	1,208	1,000	1,104	104	10.4%
43122 Animal Welfare Agent Fee	1,611	1,675	1,500	1,588	88	5.8%
43130 Town Registration Fees	27,480	27,169	26,500	26,835	335	1.3%
43140 Solid Waste Permits & Fees	85,271	56,431	88,850	47,640	(41,210)	-46.4%
43145 Solid Waste Recycling Fees	97,315	113,035	102,000	132,515	30,515	29.9%
43146 Solid Waste Recycling Expense	-	-	(1,000)	(500)	500	-50.0%
43147 Dinghy Fees	7,155	8,145	7,000	8,000	1,000	14.3%
43148 Transient Slip Rental	1,000	95	2,000	1,500	(500)	-25.0%
43149 KPA Application Fees	900	510	900	1,000	100	11.1%
43150 Mooring Fees and Others	85,247	87,279	90,000	90,000	-	0.0%
43151 Launch Fees	12,515	10,399	10,000	12,500	2,500	25.0%
43152 Transient Mooring	905	6,153	1,500	7,500	6,000	400.0%
43153 Wait List Fees	1,048	1,390	1,000	1,400	400	40.0%
43154 Harbor & Water Usage Fees	11,130	11,868	9,000	15,000	6,000	66.7%
43155 Clam License Fees	-	-	-	-	-	0.0%
43160 Fort Foster Fees	178,557	172,997	180,000	176,499	(3,501)	-1.9%
43165 Sprinkler Permits	200	200	300	250	(50)	-16.7%
43190 Misc. License & Fees	-	-	-	-	-	0.0%
43210 Lien Filing & Discharge Fees	31,538	47,825	35,000	57,567	22,567	64.5%
43220 Penalty	35,530	34,225	35,000	34,612	(388)	-1.1%
43310 Sale of Ordinances, Maps	-	-	-	-	-	0.0%
43335 Postage	56	169	50	109	59	118.8%
43336 Photo Copies	499	274	500	387	(113)	-22.6%
43350 Outside Detail	31,319	22,917	12,000	17,459	5,459	45.5%
43349 DEA Reimbursement	-	21,053	15,000	18,026	3,026	20.2%
43351 Accident Reports	2,676	3,377	2,890	3,134	244	8.4%
43353 Gun Permits	1,994	2,028	1,850	1,939	89	4.8%
43356 Witness Fees	1,676	271	1,500	886	(614)	-41.0%
43359 Ambulance Dispatch Fees	16,000	16,000	16,000	16,000	-	0.0%
43354 Eliot Dispatching Services Fee	60,000	70,000	80,000	90,000	10,000	12.5%
<b>SUB-TOTAL FEES &amp; PERMITS</b>	<b>\$ 908,043</b>	<b>\$ 960,225</b>	<b>\$ 932,940</b>	<b>\$ 1,005,034</b>	<b>\$ 72,094</b>	<b>7.7%</b>
43330 Animal Control	6,650	6,808	6,500	6,654	154	2.4%
43352 Parking Tickets	11,795	8,895	12,000	10,448	(1,553)	-12.9%
43355 Ordinance Fines	470	300	500	400	(100)	-20.0%
43358 False Alarms	1,135	1,220	1,000	1,110	110	11.0%
<b>SUB-TOTAL FINES</b>	<b>\$ 20,050</b>	<b>\$ 17,223</b>	<b>\$ 20,000</b>	<b>\$ 18,612</b>	<b>\$ (1,389)</b>	<b>-6.9%</b>
33445 School Dept.	-	-	-	-	-	-
43320 Rec/KCC Revenue	732,067	734,361	750,000	775,000	25,000	3.3%
43540 Sewer Dept.	22,900	22,900	22,900	22,900	-	0.0%
<b>SUB-TOTAL FACILITY RENTALS</b>	<b>\$ 754,967</b>	<b>\$ 757,261</b>	<b>\$ 772,900</b>	<b>\$ 797,900</b>	<b>\$ 25,000</b>	<b>3.2%</b>
43510 Investment Interest	29,376	33,737	27,000	30,369	3,369	12.5%
45007 Interest	3,621	2,643	3,600	3,122	(478)	-13.3%
<b>SUB-TOTAL INTEREST</b>	<b>\$ 32,997</b>	<b>\$ 36,381</b>	<b>\$ 30,600</b>	<b>\$ 33,490</b>	<b>2,890</b>	<b>9.4%</b>
43420 State Revenue Sharing	412,498	364,291	378,030	393,604	15,574	4.1%
43006 Homestead Exemption	127,335	128,587	125,000	126,794	1,794	1.4%

43421 State Park Revenue Sharing	347	542	-	271	271	0.0%
43410 MDOT Highway Maintenance Revenue	-	-	-	11,500	11,500	0.0%
43470 Maine General Assistance	74,270	30,200	35,000	32,600	(2,400)	-6.9%
<b>SUB-TOTAL STATE FUNDS</b>	<b>\$ 614,451</b>	<b>\$ 523,620</b>	<b>\$ 538,030</b>	<b>\$ 564,768</b>	<b>\$ 26,738</b>	<b>5.0%</b>
43443 Restitution Income	1,908	5,212	2,000	3,606	1,606	80.3%
43007 Tree Growth Revenue	864	16,154	-	3,000	3,000	0.0%
43480 Mary Saffords Wildes Trust	25,000	30,000	30,000	30,000	-	0.0%
43530 Misc. Revenue	44,071	119,849	10,000	11,406	1,406	14.1%
43560 GMH Housing - Dedicated Reserve	275,005	283,951	267,800	275,875	8,075	3.0%
43555 Snowmobile/HC/Elderly	682	609	700	655	(45)	-6.5%
45015 FEMA	-	-	-	-	-	0.0%
45020 Workman's Comp. Dividend	1,769	13,263	6,000	9,631	3,631	60.5%
45025 School Dept. SRO Contribution	40,000	40,000	40,000	40,000	-	0.0%
45030 Police Special Revenue #712	-	-	-	-	-	0.0%
45035 Recreation Special Revenue #275	-	-	-	-	-	0.0%
73446 Adult Ed. Subsidy.	-	-	-	-	-	0.0%
<b>SUB-TOTAL OTHER</b>	<b>\$ 391,772</b>	<b>\$ 509,038</b>	<b>\$ 356,500</b>	<b>\$ 374,173</b>	<b>\$ 17,673</b>	<b>5.0%</b>
<b>GRAND TOTAL ALL NON_TAX REVENUES</b>	<b>\$ 4,260,802</b>	<b>\$ 4,444,214</b>	<b>\$ 4,325,251</b>	<b>\$ 4,451,352</b>	<b>\$ 126,101</b>	<b>2.9%</b>



RECEIVED  
MAY 25 2016

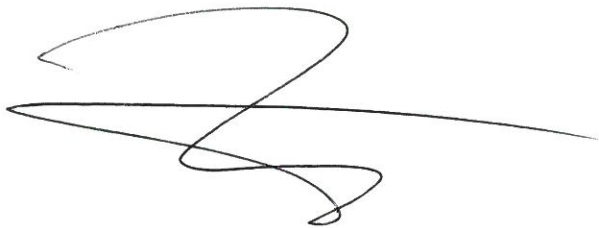
BY: .....

May 25, 2016

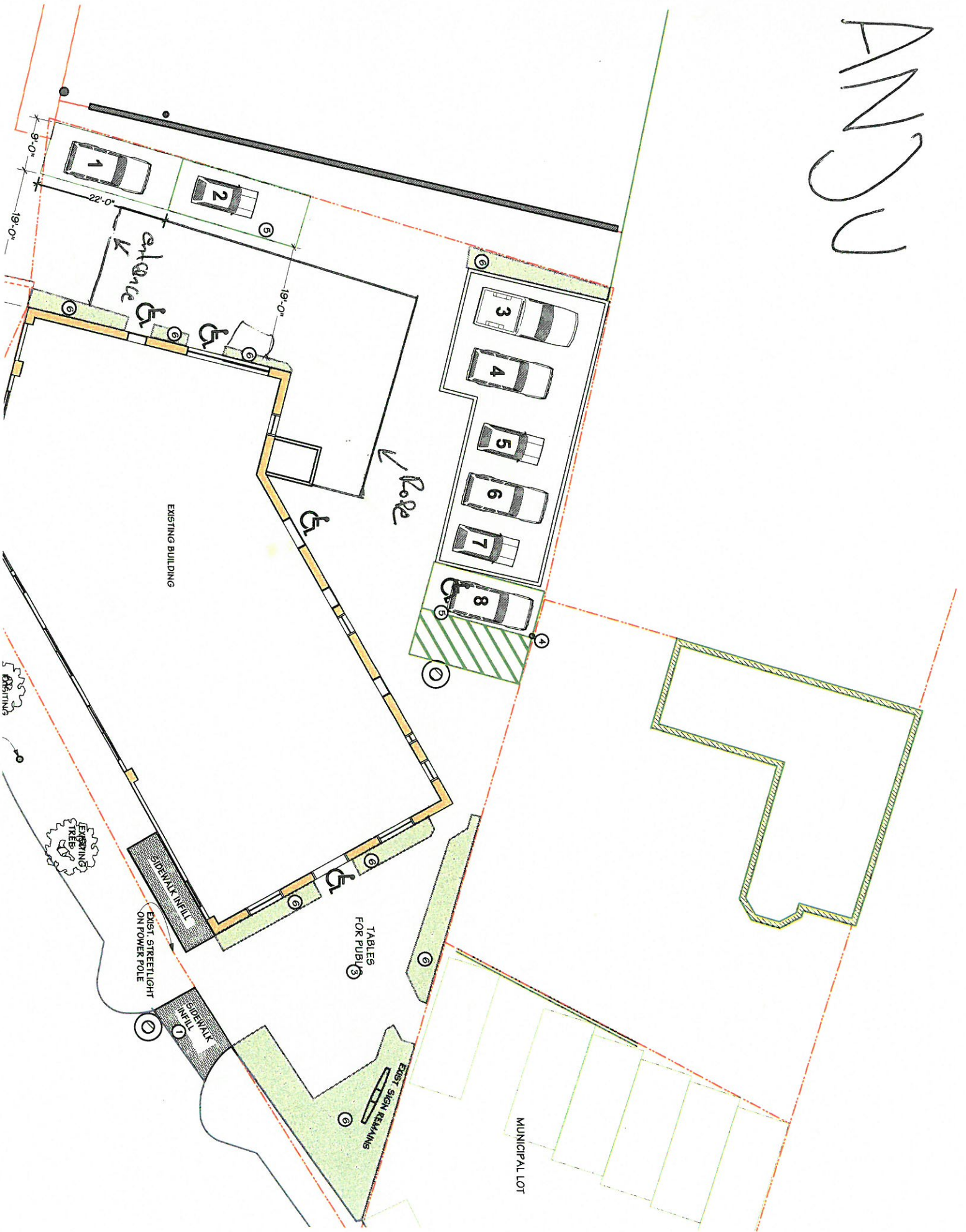
Anju seeks to serve alcohol outside of the restaurant in a designated roped off area in the back parking lot of Anju on Saturday, June 18, 2016 between the hours of 2:00 pm – 10:00 pm. This event is to coincide with the Kittery Block Party. There will be a staff member at the entrance of the designated area to check ID's and monitor consumption at all times during the event. We have landlord approval, see attached letter, and all necessary additional insurances.

Julian Armstrong

Anju  
7 Wallingford Square  
Kittery ME 03904

A stylized, cursive handwritten signature in black ink, likely belonging to Anju.A handwritten signature in black ink that reads "Julian Armstrong".

AND





Julian Armstrong <julianmariner@gmail.com>

---

## Block party

---

**Michael Landgarten** <mlandgarten19@gmail.com>  
To: Julian Armstrong <julianmariner@gmail.com>

Wed, May 25, 2016 at 10:46 PM

Hi Julian,

You and your company have my permission to use the portion of the back lot we discussed – adjacent to Wallingford Dram during and after the Kittery Block Party on June 18<sup>th</sup>.

Michael Landgarten

Wallingford Square LLC Manager Member

---

**From:** Julian Armstrong [mailto:julianmariner@gmail.com]

**Sent:** Wednesday, May 25, 2016 8:59 AM

**To:** Michael <mlandgarten19@gmail.com>

**Subject:** Block party

[Quoted text hidden]



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BUREAU OF ALCOHOLIC BEVERAGES  
DIVISION OF LIQUOR LICENSING & ENFORCEMENT  
8 STATE HOUSE STATION  
AUGUSTA, ME 04333-0008



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY

LICENSE NUMBER:

CLASS:

DEPOSIT DATE

AMT. DEPOSITED:

BY:

CK/MO/CASH:

PRESENT LICENSE EXPIRES 7-7-16

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ SPIRITUOUS ☒ VINOUS

INDICATE TYPE OF LICENSE:

☒ RESTAURANT (Class I,II,III,IV)

☐ HOTEL-OPTINONAL FOOD (Class I-A)

☐ CLASS A LOUNGE (Class X)

☐ CLUB (Class V)

☐ TAVERN (Class IV)

☐ RESTAURANT/LOUNGE (Class XI)

☐ HOTEL (Class I,II,III,IV)

☐ CLUB-ON PREMISE CATERING (Class I)

☐ GOLF CLUB (Class I,II,III,IV)

☐ OTHER: \_\_\_\_\_

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Suzannes Village cafe &amp; bistro, LLC</u>		2. Business Name (D/B/A) <u>Misto! cafe bar. bistro</u>	
DOB: _____		DOB: _____	
DOB: _____		Location (Street Address) <u>↓ ↓</u>	
Address <u>373 Southside Rd</u>		City/Town <u>436 US</u>	State <u>ME</u> Zip Code <u>1</u>
<u>York ME 03909</u>		Mailing Address <u>Kitteny ME 03904</u>	
City/Town _____	State _____ Zip Code _____	City/Town _____	State _____ Zip Code _____
Telephone Number _____ Fax Number _____		Business Telephone Number <u>207-703-0606</u> Fax Number _____	
Federal I.D. # <u>46-274211</u>		Seller Certificate # <u>1168474</u>	

EMAIL ADDRESS: mistocafebistro@gmail.com

3. If premises is a hotel, indicate number of rooms available for transient guests: N/A

4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 165K LIQUOR \$ 50K

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If YES, complete Supplementary Questionnaire



6. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

7. If manager is to be employed, give name: Marcus Gray, Oliver Gray

8. If business is NEW or under new ownership, indicate starting date: N/A

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

9. Business records are located at: Restaurant

10. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

11. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
<u>Marcus Gray</u>	<u>8.17.92</u>	<u>BH, CA</u>
<u>Oliver Gray</u>	<u>6.14.89</u>	<u>BH, CA</u>

Residence address on all of the above for previous 5 years (Limit answer to city & state)

373 Southside Rd York, ME 03909

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☒ NO ☐

Name: Suzanne Schepis-Gray Date of Conviction: DEC 2014

Offense: driving to endanger Location: York

Disposition: thousand dollars and 30 day loss of license

14. Will any law enforcement official benefit financially either directly in your license, if issued?  
Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: \_\_\_\_\_

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Restaurant

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES ☒ NO ☐ Applied for: \_\_\_\_\_

19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1.25 Which of the above is nearest? church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: Kennebunk Savings



**State of Maine**  
**Bureau of Alcoholic Beverages**  
**Division of Liquor Licensing and Enforcement**

**Supplemental Information Required for  
Business Entities Who Are Licensees**

**For Office Use Only:**

License #: \_\_\_\_\_

Date Filed: \_\_\_\_\_

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

1. Exact legal name:

Suzanne's Village Cafe + Bistro, LLC

2. Other business name for your entity (DBA), if any:

Misto! cafe, bar, bistro

3. Date of filing with the Secretary of State: May 7, 2013

4. State in which you are formed: Maine

5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: \_\_\_\_\_

6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Suzanne	373 Southside Rd.	9-28-60	100

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒

8. If Yes to Question 7, please provide the name and law enforcement agency:

\_\_\_\_\_

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☒ No ☐

10. If Yes to Question 9, please complete the following: (attached additional sheets as needed)

Name: Suzanne Schepis-Girau

Date of Conviction: Dec 2014

Offense: driving to endanger

Location of Conviction: YORK

Disposition: \$1000 Fine and 30 day suspension of license

Signature:

  
Signature of Duly Authorized Person

June 1, 2016  
Date

Suzanne Schepis-Girau  
Print Name of Duly Authorized Person

If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To:

Bureau of Alcoholic Beverages and Lottery  
Operations Division of Liquor Licensing Enforcement  
8 State House Station Augusta, Me 04333-0008  
Telephone Inquiries: (207) 624-7220  
Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

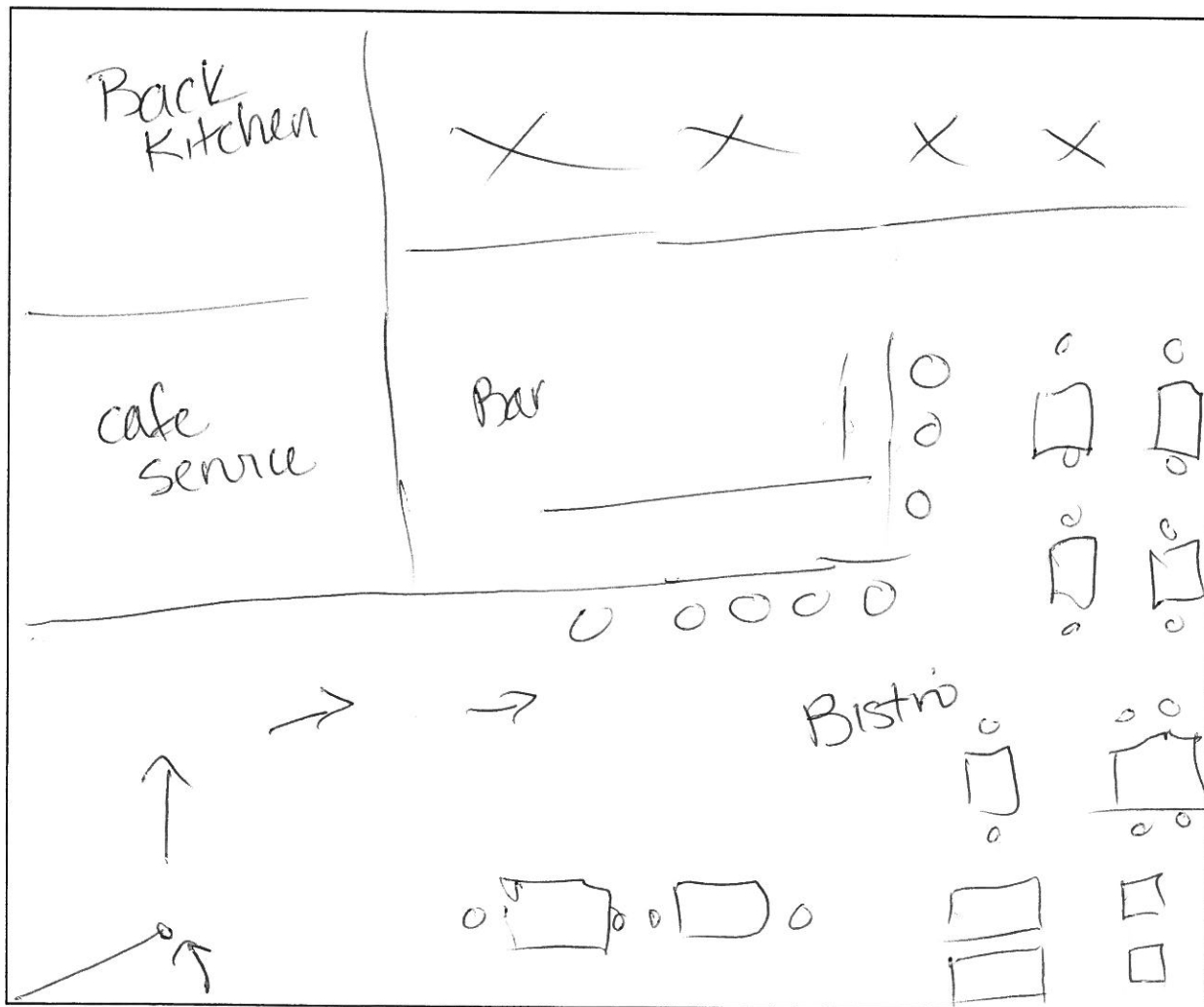


Bureau of Alcoholic Beverages  
Division of Liquor Licensing & Enforcement  
8 State House Station  
Augusta, ME 04333-0008  
Tel: (207) 624-7220 Fax: (207) 287-3434

## SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.






The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Kittery Maine on June 1, 20 16  
Town/City, State Date

**Please sign in blue ink**

  
Signature of Applicant or Corporate Officer(s)  
Suzanne Schepis-Gray  
Print Name

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)  
\_\_\_\_\_  
Print Name

### NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

**THIS APPROVAL EXPIRES IN 60 DAYS.**

### FEE SCHEDULE

<b>Class I</b>	Spirituos, Vinous and Malt .....	\$ 900.00
	<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
<b>Class I-A</b>	Spirituos, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
	<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b>	Spirituos Only .....	\$ 550.00
	<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b>	Vinous Only .....	\$ 220.00
	<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b>	Malt Liquor Only .....	\$ 220.00
	<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b>	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
	<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b>	Spirituos, Vinous and Malt – Class A Lounge .....	\$2,200.00
	<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b>	Spirituos, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
	<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	

**FILING FEE** ..... \$ 10.00

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

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STATE OF MAINE

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ ss  
City/Town (County)  
On: \_\_\_\_\_  
Date

The undersigned being:      ☐ Municipal Officers      ☐ County Commissioners      of the  
☐ City    ☐ Town    ☐ Plantation    ☐ Unincorporated Place    of: \_\_\_\_\_, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRERS IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
    - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
    - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
    - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
  2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
    - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
    - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
    - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
    - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
    - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
    - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
    - A. [1993, c.730, §27 (rp).]
  4. **No license to person who moved to obtain a license. (REPEALED)**
  5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.
- An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.





# TOWN OF KITTERY, MAINE

## TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED  
MAY 19 2016  
BY: HAZ 3:40P

PLEASE CHECK APPROPRIATE SQUARE:

☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: MARK R Schremmer

RESIDENCE: 187 Haley Rd, Kittery, Me 03904-5426

MAILING ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

E-MAIL ADDRESS: mschrem @comcast.net

TELEPHONE NUMBERS: (HOME) (207) 438 9845 (WORK) \_\_\_\_\_

PRESENT POSITION: Kittery Community Center Board of Directors

PLEASE CHECK APPROPRIATE SQUARE:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Board of Appeals               | <input type="checkbox"/> Port Authority                    | <input type="checkbox"/> Mary Safford Wildes Trust                 |
| <input type="checkbox"/> Conservation Commission        | <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Shellfish Conservation Comm.              |
| <input type="checkbox"/> Board of Assessment Review     | <input type="checkbox"/> Parks Commission                  | <input type="checkbox"/> Open Space Committee                      |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board                   | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____                    | <input checked="" type="checkbox"/> KCC Board of Directors |  |

COMMENTS: \_\_\_\_\_

Mark R Schremmer  
SIGNATURE OF APPLICANT

5/15/16  
DATE



# TOWN OF KITTERY, MAINE

## TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

PLEASE CHECK APPROPRIATE SQUARE:

**X APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**

☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**

☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: Steven Workman

RESIDENCE: 10 Bridge Street, Kittery

MAILING ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

E-MAIL ADDRESS: workmanconsult@comcast.net

TELEPHONE NUMBERS: (CELL) 207-752-1506 (WORK) \_\_\_\_\_

PRESENT POSITION: Chair, KCC Board of Directors

PLEASE CHECK APPROPRIATE SQUARE:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Board of Appeals               | <input type="checkbox"/> Port Authority                    | <input type="checkbox"/> Mary Safford Wildes Trust                 |
| <input type="checkbox"/> Conservation Commission        | <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Shellfish Conservation Comm.              |
| <input type="checkbox"/> Board of Assessment Review     | <input type="checkbox"/> Parks Commission                  | <input type="checkbox"/> Open Space Committee                      |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board                   | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____                    | <input checked="" type="checkbox"/> KCC Board of Directors |  |

COMMENTS: \_\_\_\_\_

SIGNATURE OF APPLICANT

May 18, 2016

DATE



**REPORT to the KITTELY TOWN COUNCIL & PORT AUTHORITY**  
**PORT-TOWN ISSUES WORKING GROUP**

1   **RESPONSIBLE INDIVIDUALS:**

Date: tbd, 2016

2   **SUBJECT:** Port – Town Working Group

3   **BACKGROUND:**

- 4       • Council – Port Authority Workshop 1/11/16
  - 5           ○ Port Authority presentation outline (*previously provided*)
  - 6           ○ Port Authority presentation slides (*previously provided*)
- 7       • Council – Port Authority Issues Working Group established Jan 22, 2016
  - 8           ○ Working initial tasking conclude with Report dated????

9   **CURRENT SITUATION:**

10   The Port – Town Working Group is established as follows:

- 11       • The Working Group consists of the following membership: Council – 2 members; Port  
12       Authority – 2 members. The Town Manager is appointed ex officio.
- 13       • The Council & Port Authority wishes the Working Group to investigate, examine,  
14       analyze, and report its conclusions with any recommendations it may choose to make on  
15       issues as may be identified by the group, residents, staff or other interested parties from  
16       time to time.
- 17       • The Working Group will hold its meetings at Town Hall; organize itself; meet as often as  
18       it determines necessary to complete its task; and, achieve the objectives laid out herein.
- 19       • The Council & Port Authority wishes the Working Group to publish notice and agendas  
20       of its meetings; record and publish the meeting minutes; submit periodic progress and  
21       status reports as appropriate.
- 22       • The Working Group reports to the Council & Port Authority as a whole through its  
23       Chairs. It has no authority with members of municipal staff, except as it may be  
24       requested of, and directed by, the Town Manager.
- 25       • The Working Group will be a continuing effort with Council appointments renewed  
26       annually in November.

27   **RECOMMENDATION:** Council & Port Authority establish working group as presented



**TOWN OF KITTERY**  
Office of the Town Clerk  
200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1328 Fax: (207) 439-6806

**APPLICATION FOR AMUSEMENT DEVICES LICENSE**

Name of applicant: Kittery Premium Outlets  
(please print)

Residence Address: 375 U.S. Route 1 - Suite 220 Telephone No.: 207-439-7993  
(please print)

Business Name: Kittery Premium Outlets Address: 375 US Route 1 - Suite 220  
(please print) (please print)

Principal Officers: Leslie Swanson, SVP Address: 60 Columbia Road, Bldg B, 3rd Fl  
(please print) (please print)

Address: \_\_\_\_\_ (please print)

Address: \_\_\_\_\_ (please print)

Type of Business: Retail Management Company

Description of Amusement Devices to be licensed: Kiddie Rides

Number of Amusement Devices to be licensed: 10 Age of Operator of Establishment: N/A

Address of Premises where Devices are to be operated: 345 US Route 1, Kittery ME 03904 (KPOY)

Have you ever had a license to conduct such a business denied or revoked? Yes \_\_\_\_\_ No ☒

If so, describe the circumstances specifically, and indicate whether the applicant, including all partners or corporate officers, has ever been convicted of a felony.  
N/A

If there has been a conviction of a felony by any of the above describe specifically those circumstances:  
N/A

10 machines

\$ 400.00 License Fee: 1-3 Machines, \$50; 4 or more machines, \$50 per machine extra

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: 5/23/16

APPLICANT'S NAME: Elizabeth Fourar-Laudi, General Manager  
(please print)

**PLEASE SUBMIT THIS FORM AND APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE**



## **Town of Kittery, Maine**

P.O. Box 808, Kittery, Maine 03904  
439-1633 - 439-0452

### **STATE OF MAINE REGISTRATION VIOLATIONS**

#### **ZERO TOLERANCE POLICY**

Residents of the State of Maine who own or lease motor vehicles must, within 30 days of establishing residency, register such vehicles in their respective municipalities. Although the vast majority of residents dutifully comply with this requirement there are still a large number of Kittery residents who do not comply with this law.

It is essentially unfair that this small percentage of residents, although large in number, should be allowed to violate the law and not register their vehicles while the vast majority of residents do so.

Accordingly, the Kittery Town Council hereby adopts a "no tolerance" policy for individuals who do not register their vehicles in Maine as required by State law. The Kittery Police Department will prosecute all such violators to the fullest extent of the law.

Adopted as amended by the  
Kittery Town Council  
February 24, 2003